

Emergency Action Plan

Organization Name:

Building Number:

Organization Office Symbol:

Building Address:

Building Manager:

| | Rank | Name | Duty Phone | Home Phone |
|-------------------|-------------|-------------|-------------------|-------------------|
| Primary: | | | | |
| Alternate: | | | | |

Reference: NFPA 101, Chap 4, 4.8.2, AFI 91-301, Chap 2, Section 2.14.8, AFOSH 91-501, Chap 6, 6.2.14 – 6.2.17, and KAFBI 32-2001, Sections 8.3.3. and 8.3.12

Plan prepared by:

Date:

Section I: Purpose and Objectives

Potential emergencies at the (ex: Fire Station 2, Bldg., 1005, 2600 San Mateo SE, 87117) such as fire, gas leak, chemical spill or release, bomb threat, and all other emergencies require employees to evacuate the building. An Emergency Action Plan (EAP) and adequate occupant familiarity with a building minimize threats to life and property.

This EAP is intended to communicate the policies and procedures for employees to follow in an emergency situation. This written plan will be posted for employee and their designated representative's review.

Under this plan, employees will be informed of:

- The plan's purpose
- Procedures for reporting of emergencies
- Occupant and staff response to emergencies
- Procedures to be followed by employees who remain to control critical plant operations before they evacuate
- Design and conduct of fire drills
- Rescue and medical duties for those employees who perform them
- Type and coverage of building fire protection systems

The Facility Managers (ex: John Doe) are the emergency coordinators for this facility and have overall responsibility for the preparation and implementation of this plan.

The facility manager will review and update the plan as necessary. Copies of the EAP plan and evacuation route will be maintained in central work areas. A copy of the EAP will be inserted into the Facility Managers 6-part folder and a copy will be provided to the base fire department. Send plan to 377 MSG/CEFT.

Section II: General Guidelines

The following guidelines apply to this EAP:

All personnel must be trained in safe evacuation procedures. Refresher training is required whenever the employee's responsibilities or designated actions under the plan change, and whenever the plan itself is changed.

1. The training may include use of floor plans and workplace maps which clearly show the emergency escape routes included in the EAP. Color-coding aids employees in determining their route assignments. Floor plans and maps shall be posted at all times in main areas (i.e., stairwells, lobbies, elevator lobbies, exit corridors) of (ex: 1005) provide guidance in an emergency.

2. In multiple story buildings stairwells are the primary means for evacuation. Elevators are to be used only when authorized by the Fire Department.

3. No employee is permitted to re-enter the building until advised by the Fire Department and/or Security Police.

This EAP will be coordinated with efforts in connected building. Mutually beneficial agreements can be reached regarding designated meeting sites and shelter in the event of inclement weather. The Fire Prevention Branch is available for consultation to assist with the implementation of joint EAPs.

Section III: Responsibilities (Facility Manager and Fire Monitors)

The Facility Manager is responsible for:

- Developing and posting floor plans and route evacuation maps (Appendix B).
- Overseeing the development, communication, implementation, and maintenance of the overall EAP.
- Ensuring the training of building occupants, fire monitors, and critical operations personnel, and notifying all personnel of changes to the plan.
- Maintaining up-to-date lists of building occupants, critical operations, personnel, and any other personnel with assigned duties under this plan. Lists are included in Appendix A.
- In the event of a fire or other emergency, relaying applicable information to emergency personnel, occupants, and fire monitors.
- Establishing designated meeting sites for evacuees (Appendix B).

The Fire Monitor are responsible for:

- Familiarizing personnel with emergency procedures.
- Acting as liaison between management and their work areas.
- Ensuring that occupants have vacated the premise in the event of an evacuation and for checking assigned areas.
- Knowing where their designated meeting site is and for communicating this information to occupants.
- Having a list of personnel in their area of coverage, so a head count can be made at their designated meeting site.
- Ensuring that disabled persons and visitors are assisted in evacuating the building.
- Evaluating and reporting problems to the Building Manager after an emergency event or practice drill.
- Posting the “Area Evacuation Plan” (see Appendix C) in their work areas, communicating plan to occupants, and updating plan annually.

Section IV: Procedures for reporting of emergencies

- In case of fire, personnel working on Kirtland AFB (includes contractors and base housing) will report all emergencies immediately to the Fire Alarm Communications Center (FACC) by dialing **911** or cell phones dial **853-9111** and take the following actions:

- Upon notification of fire alarm activation via public address system, notify Fire Emergency Services by dialing 911 for back-up confirmation.
 - Give location by building/facility number, street address, what is the emergency (fire, alarm activation, EMS, etc), caller's name, and any other information requested by the FACC operator.
 - On occasion, the dispatcher may need additional information or may provide you with additional instructions, wait for the dispatcher to hang up first.
 - Immediately evacuate occupants from the immediate area or building.
- **Do not** utilize fire alarm system for gas leaks or bomb threats; utilize runner system to evacuate occupants.

Section V: Occupant and staff response to emergencies

- When the alarm sounds or upon verbal instruction, all personnel should ensure that nearby personnel are aware of the emergency, quickly shutdown operating equipment (e.g., compressed gas cylinders), close doors and windows, and exit the building using emergency exit routes. Use stairwells where available.
- All occupants should proceed to the Designated Meeting Site and await further instruction from the Facility Manager and/or fire monitor.
- All occupants should proceed to the Designated Meeting Site and await further instruction from the Building Manager and/or fire monitor.
- All personnel should know where primary and alternate exits are located, and be familiar with the various evacuation routes available. Floor plans with escape routes, alternate escape routes, exit locations and Designated Meeting Sites are located in Appendix B and are posted in the building.

Fighting Fires

Fires can be extinguished using a fire extinguisher. However, an immediate readiness to evacuate is essential. All fire, even those that have been extinguished, must be reported to 911 immediately. Never enter a room that is smoke filled. Never enter a room if the door is hot to touch.

- **R–Rescue:** When you discover a fire, rescue people in immediate danger if you can do so without endangering yourself. Exit via safe fire exit. Never use elevators. Close doors to room with fire.
- **A–Alarm:** Sound the alarm by pulling a fire box and call 911 from a safe distance to notify the FACC of precise location of fire.
- **C–Confine:** Close all doors, windows and other openings.
- **E–Evacuate:** Evacuate the building
- **Do not** utilize fire alarm system for gas leaks or bomb threats; utilize runner system to evacuate occupants.

Disabled Occupants

If a disabled occupant is unable to exit the building unassisted, the Fire Monitor must notify the emergency response personnel of the person's location. Transporting of disabled individuals up or down stairwells should be avoided until emergency response personnel have arrived. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.

Protection Classified Material

When notified of the need to evacuate the building, holders of classified material should make all reasonable efforts to secure such material in approved security containers before leaving the work area. If the nature of the emergency would require the individual to risk visible harm to comply with this direction, the safe evacuation of the individual will take precedence.

Section VI: Occupants and Staff Response to Emergencies and Critical Operation Shutdown

Critical operations, including equipment that must be shut off, and persons designated to complete these actions are identified in Appendix A of this EAP. Procedures for rapid shutdown should be predetermined for life safety and loss control purposes, as well as, ensuring complete evacuations in a timely manner.

Persons involved in the Critical Operations Shutdown shall be notified by management of this responsibility in advance, identified in the EAP, and will appropriately trained for the particular situation. Personnel assigned to critical operation responsibilities are listed in Appendix A.

Section VII: Design and Conduct of Fire Drills

Designated Meeting Sites: Groups work together on or in the same area should meet outside the building in the prearranged Designated Meeting Site. A list of the primary and alternate Designated Meeting sites are listed on the floor plans in Appendix B.

Organization Personnel List: A roster of personnel, to ensure that everyone has evacuated, will be developed by the Fire Monitors. The list will be updated whenever there is a personnel change.

Fire Monitors are designated by the Facility Manager and will conduct head counts once evacuation has been completed. There is at least one Fire Monitor per floor or per twenty occupants to provide adequate guidance and instruction at the time of an emergency.

The employees selected as Fire Monitors are to be trained in the complete workplace layout and the various primary and alternate escape routes from the workplace. All trained personnel are made aware of employees with disabilities that may need extra assistance and of hazardous areas to be avoided during workplace for other employees who may be trapped or otherwise unable to

evacuate the area, and convey this information to emergency personnel. A list of fire monitors and alternate fire monitors for (**building number**) appears in Appendix A.

Once each evacuated group of employees have reached the designated Meeting Site, each Fire Monitor:

- Assembles his/her group in the Designated Meeting Site.
- Takes a head count of his/her group.
- Assumes role of department contact to answer questions
- Instructs personnel to remain in area until further notice; employees will not go home unless directed by the Director or immediate supervisor
- Reports status to Facility Manager

Section VIII: Rescue and Medical Duties

- The Fire Department will conduct all rescue and medical duties.
- Do not move injured personnel. Keeps the person lying down, covered and warm

Section IX: Resource and Responsibilities List

EAP Organization: The lists in Appendix A include the names of employees, managers, staff or other personnel and their job titles, job positions and relative EAP collateral duties. The purposes served by the list are:

- To tell employees who to see for additional information of the EAP.
- To provide emergency response personnel with a list of department personnel which may be needed in order to provide additional information about fire, a chemical, a hazardous waste location, a shipment of chemicals, etc.

The list should be updated by the Facility Manager and/or Fire Monitors on an as-needed basis.

Section X: Training Communications

Each occupant should know what evacuation is necessary and what his/her role is in carrying out the plan. Employees should also know what is expected of them during an emergency to assure their safety. Training on the EAPs content is also required by NFPA 101, AFOSH 91-501, and KAFBI 32-2001. A method of training building occupants in the requirements of the emergency action plan is to give all employees a thorough briefing and demonstration. The Directors will have all managers and supervisors present this plan to their staffs in an appropriate setting. Annual practice drills are to be implemented and documented by the Facility Manager. The fire department can assist with training, drills and demonstrations.

APPENDIX A

Emergency Action Responsibilities List

Organization name:
Building name/number:
Address:
Title:
Facility Manager:
Location:
Room #:
Telephone:

| Title | Name | Location | Room # | Telephone |
|---|-------------|-----------------|---------------|------------------|
| <i>Facility Manager</i> | | | | |
| <i>Alt. Facility Manager</i> | | | | |
| <i>Fire Monitor</i> | | | | |
| <i>Alt Fire Monitor</i> | | | | |
| <i>Other management/staff with related EAP duties</i> | | | | |
| <i>Total Number of Employees</i> | | | | |

Personnel Assigned to Critical Operations Responsibilities

| Critical Operation | Required Shutdown | Name | Job Position | Work Area |
|-------------------------------|------------------------------|-------------|---------------------|------------------|
| | | | | |
| | | | | |
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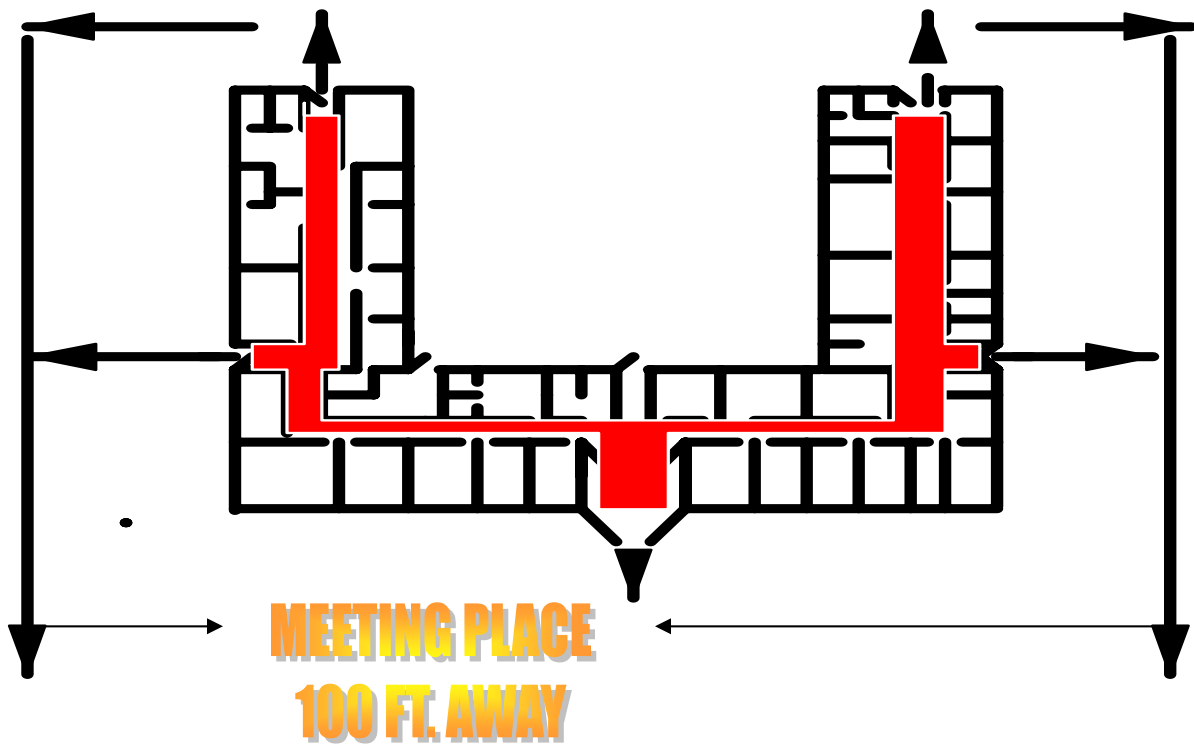
Personnel Roster

[illegible]

APPENDIX B

1. Evacuation map with primary and secondary exits.
2. Meeting site for evacuees.

EVACUATION PLAN



APPENDIX C

Area Evacuation Plan

Organization/Area:

Date:

Completed by:

Post and Update Annually

- Each work area should establish, in advance, a primary and a secondary evacuation route (in case the primary route is blocked) in the event of fire, flood, blackout, earthquake, etc. Do not use elevators to evacuate. Do not block open stairwell doors. Close all doors and windows, time permitting. See emergency evacuation floor plan (Appendix B)
- Establish an outdoor meeting place at least 100 feet away where evacuees are out of harm's way, can account for all staff and visitors. See emergency evacuation floor plan (Appendix B).
- Designate a person/alternate who will take charge in the event of fire or other emergency.

Building Manager (primary emergency coordinator):

Fire Monitor:

Alternate Fire Monitor: